



# AMERICAN EMBASSY



## AMBASSADOR'S CHAUFFEUR

As our new Chauffeur, you will be responsible for performing security-related guard duties while serving as Chauffeur to the Ambassador, ensuring the safe and secure movement of the Ambassador at all times. Are you good in English? (English will be tested), Are you a person with a good driving record? Do you have the ability to liaise with senior government officials? Do you have excellent customer service & interpersonal skills, & good judgment in terms of security and driving abilities? Then you are the person we're looking for!

**Please send us your detailed CV along with a cover page containing the following questions and your responses:**

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address, Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Do you have any relatives or members of your household who work for the U.S. Government (Y/N, if 'Y' Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Have you sat for G.C.E (O/L) examination? (Y/N, if 'Y', Course Name, Institute, Starting & Ending Dates of the Course), 9. Do you have a minimum of three years work experience driving for Diplomatic Missions/ NGOs/ Non-profit Organizations or Chauffeur to Corporate Officers of Multi-national companies ? (Y/N – If 'Y' state employer, position title, years /months of employment in each position & summary of duties), 10. Your current monthly take home salary?

**Applications without the above cover page will not be considered**

**Your monthly take home package will be Rs.33,766/-**

- ✓ Your application should reach us on or before July 29, 2011 at; P.O. Box 106, Colombo; or [Colombohr@state.gov](mailto:Colombohr@state.gov) please include "Ambassador's Chauffeur" on the top left-hand corner of the envelope or if you are submitting your application via email, type "Ambassador's Chauffeur" in the e-mail subject line.
- ✓ Only short-listed candidates will be contacted. **The U.S. Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continued diversity enhancement.**